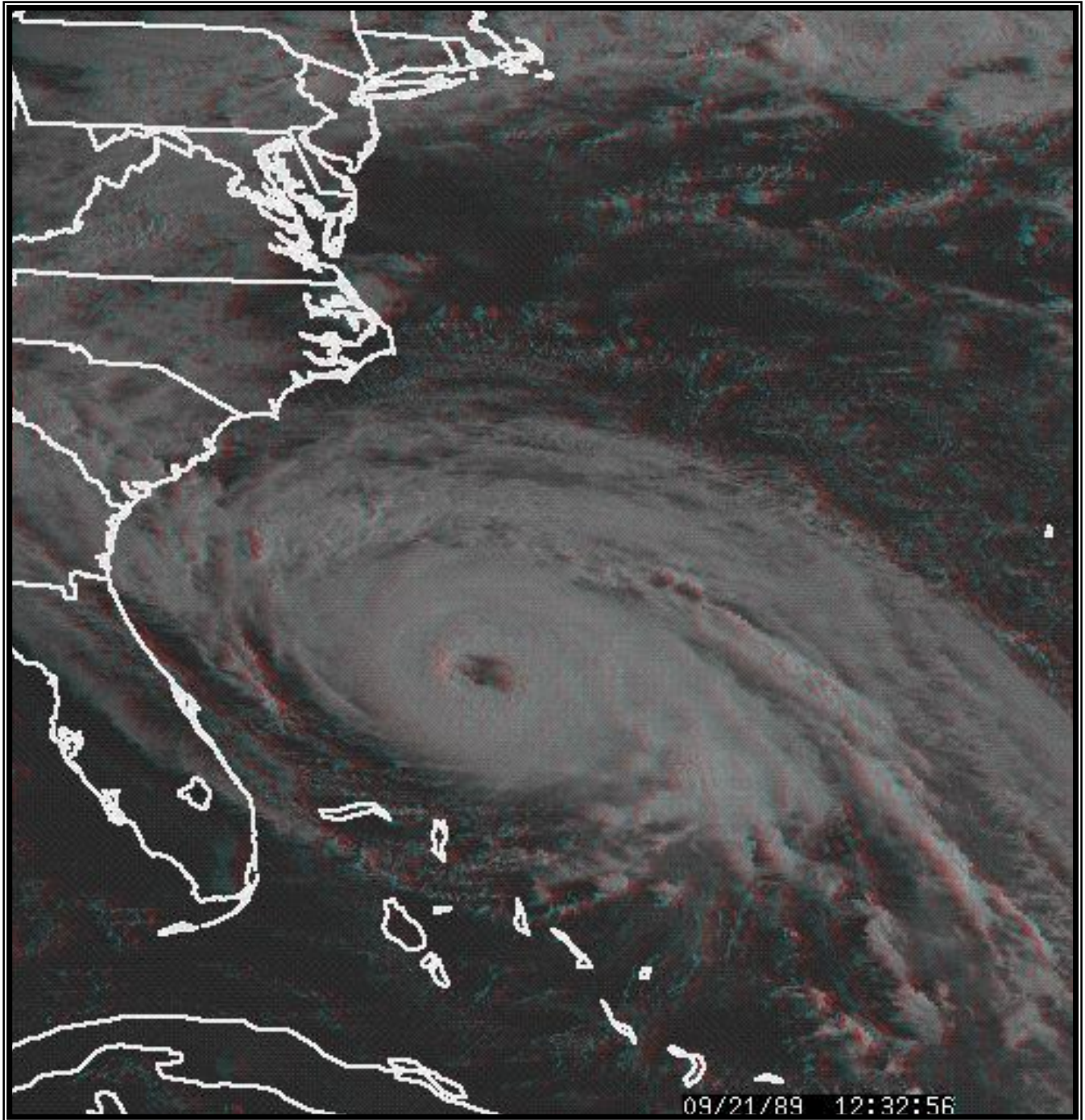


1999 HURRICANE PLAN



HURRICANE HUGO 10TH ANNIVERSARY EDITION

June 1, 1999

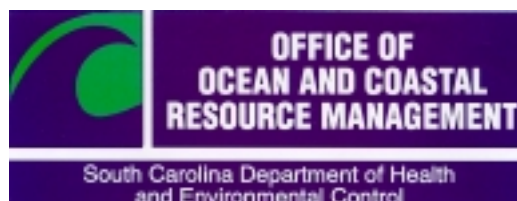
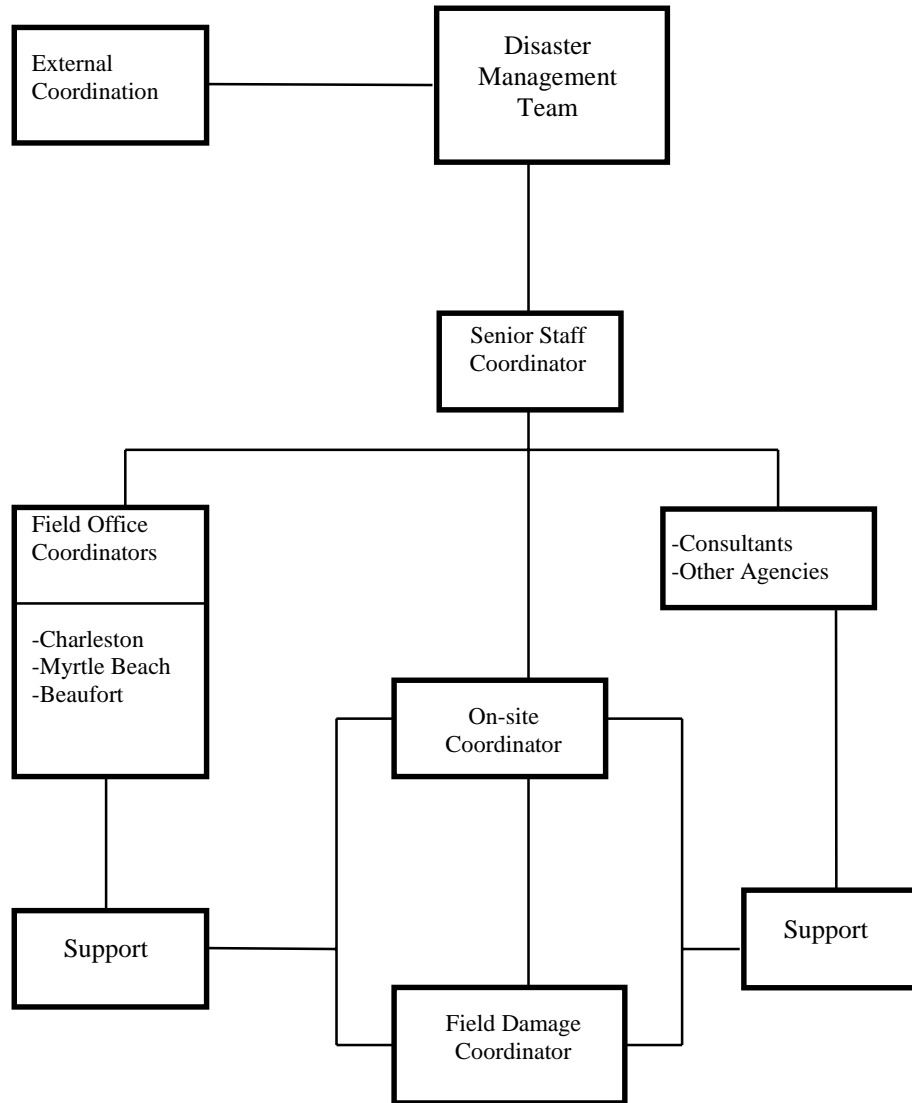


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OCRM Disaster Management Organization

Office of Ocean and Coastal Resource Management



OCRM PERSONNEL ASSIGNMENTS 1999 Hurricane Season

Disaster Management Team

Bureau Chief
Public Information Director
Staff Attorney
Senior Staff Coordinator
Staff Oceanographer
Other Staff as Assigned

Individual Assignments

Senior Staff Coordinator
Hurricane Plotter
Office Coordinators
 Columbia
 Charleston
 Beaufort
 Myrtle Beach
On-Site Coordinator
Field Damage Assessment Coordinator
Field Technology Coordinator

Designated/Alternate

Richard Chinnis/Steve Moore
Fritz Aichele/Curtis Joyner

Alarice Robinson
Steve Snyder/Linda Brechko
Rocky Browder/George Madlinger
Cindy Roberts/Laura Brown
Named at the time of the event by Bureau Chief
Rob Mikell/Joe Fersner
Doug Marcy/Milt Rhodes

COORDINATION WITH OTHER AGENCIES

In addition to coordinating the recovery of Coastal property following a hurricane event, the Office of Ocean and Coastal Resource Management will also be required to coordinate with other state agencies through the Emergency Preparedness Division (EPD) of the South Carolina Adjutant Generals Office.

Emergency Preparedness Coordinator

Mr. Rob Mikell
Mr. Steve Snyder (alternate)

South Carolina Emergency Operations Center Representative

Named at the time of the event by Bureau Chief

FIELD DAMAGE ASSESSMENT TEAM ASSIGNMENTS 1999 Hurricane Season

Field Damage Assessment Teams

Damage Assessment Coordinator - Rob Mikell
Assistant Damage Assessment Coordinator - Joe Fersner
Field Reconnaissance Coordinator – Doug Marcy

Team 1

Billy Webster (TL)
Rocky Browder
George Madlinger

Team 2

Debra Hernandez (TL)
Jeff Thompson
Twiggs Randall

Team 3

Joe Fersner (TL)
Fred Mallett
Barbara Neale

Team 4

Jeff McNesby (TL)
Cindy Roberts
Laura Brown

Team 5

Annie McLeod (TL)
Tess Rodgers
Curtis Joyner

(TL - Team Leader)

DAMAGE ASSESSMENT TEAM ALTERNATES

(Will participate in training exercises)

Billy Bryan
Lisa Hajjar
Travis Keith
James Hackett
Carlisle Carter

<p><u>Note:</u> All unassigned staff will be under the direction of their office coordinator during hurricane status and will be assigned to duties as needed.</p>

BEACH INVENTORY RECORDS COORDINATORS

(On-going yearly maintenance of records)

1999 Hurricane Season

	Buildings/Pools	Seawalls/Revetments
Beaufort County		
Fripp Island	George Madlinger	Billy Webster
Hunting Island	George Madlinger	Billy Webster
Harbor Island	George Madlinger	Billy Webster
Hilton Head Island	Rocky Browder	Billy Webster
Daufuskie Island	Rocky Browder	Billy Webster
Colleton County		
Edisto Beach	Curtis Joyner	Annie McLeod
Charleston County		
Seabrook Island	Tess Rodgers	Annie McLeod
Kiawah Island	Tess Rodgers	Debra Hernandez
Folly Beach	Steve Brooks	Debra Hernandez
Sullivans Island	Fritz Aichele	Debra Hernandez
Isle of Palms	Fritz Aichele	Joe Fersner
Deweese Island	Lisa Hajjar	Joe Fersner
Georgetown County		
Debidue	Cindy Roberts	Joe Fersner
Pawleys Island	Cindy Roberts	Jeff McNesby
Litchfield	Cindy Roberts	Jeff McNesby
Garden City	Barbara Neale	Jeff McNesby
Horry County		
Garden City	Barbara Neale	Jeff McNesby
Myrtle Beach	Mark Caldwell	Laura Brown
N. Myrtle Beach	Cindy Roberts	Laura Brown
(includes Briarcliffe and Atlantic)		
Surfside Beach	Cindy Roberts	Laura Brown
Unincorporated Area	Cindy Roberts	Laura Brown

NOTE: For description of duties, see job description and responsibilities section of this document.

OFFICE RELOCATION ALTERNATIVES 1999 HURRICANE SEASON

In case of office damage, the below listed sites have been contacted regarding utilization of space by the Office of Ocean and Coastal Resource Management if a relocation is needed. This list will be narrowed and the priority relocation site will be re-contacted if a hurricane becomes imminent.

CHARLESTON OFFICE

Town and Country Inn (West Ashley)
2008 Savannah Highway (U. S. 17)
Charleston, SC 29407
Contact: Tammy Pancoski
Telephone: 571-1000

Quality Suites (North Charleston)
5225 North Arco Lane
North Charleston, SC 29418
Contact: Sales
Telephone: 747-7300

Northwoods Atrium Inn
7401 Northwoods Boulevard
Charleston, SC 29406
Telephone: 572-2200

BEAUFORT OFFICE

Holiday Inn
U. S. Highway 21 at Lovejoy
Beaufort, SC 29901
Contact: Robert Russell
Telephone: 524-2144

Hilton Head Elementary School
10 Wilborn Road
Hilton Head Island, SC 29926
Contact: Jill Foster
Telephone: 681-8396

MYRTLE BEACH OFFICE

Holiday Inn - West Holidome
101 Outlet Boulevard
Myrtle Beach, SC 29577

Hitchin' Post Motel
803 12th Avenue South
North Myrtle Beach, SC 29582

Waccamaw House
Highway 17 South – Litchfield
Post Office Drawer 320
Pawley's Island, SC 29585
Contact: Josh Lanier

OCRM Emergency Telephone Contact Responsibilities 1999 Hurricane Season

The following phone tree will be used to notify and contact staff in preparation for or following a storm event.

Caller:	Responsible for calling:
OCRM Bureau Chief (Christopher L. Brooks)	DHEC Commissioner OCRM Deputy Commissioner Senior Staff Coordinator OCRM Administrative Director
OCRM Admin. Director (Alarice Robinson)	Columbia Administrative Staff
Senior Staff Coordinator (Richard Chinnis) (Mark Caldwell, Alternate)	Permitting Division Director Planning Division Director Coastal Management Division Director Legal Staff Director Charleston Office Administrator
Permitting Division Director (Richard Chinnis)	Beaufort Field Office Director Myrtle Beach Field Office Director Permitting Staff
Coastal Management Division Director (Steve Snyder)	Public Information Director Fed. Certification Section Director Engineering Section Director
Legal Staff Director (Mary Shahid)	Legal Staff Temporary Staff and Interns
Charleston Office Administrator (Linda Brechko)	Charleston Secretarial Staff Temporary Staff
Planning Division Director (Steve Moore)	Planning Division Staff Temporary Staff and Interns
Public Information Director (Mike Robertston)	Temporary Staff and Interns
Fed. Certification Section Director (Rob Mikell)	Fed. Certification Staff Temporary Staff and Interns
Engineering Section Director (Joe Fersner)	Engineering Staff Temporary Staff and Interns
Myrtle Beach Office Director (Jeff McNesby)	Myrtle Beach Staff Temporary Staff and Interns
Beaufort Office Director (Rocky Browder)	Beaufort Office Staff Temporary Staff and Interns

VEHICLE PROTECTION PLAN

1999 Hurricane Season

At the discretion of the OCRM Bureau Chief, vehicles may be assigned to individuals to meet immediate response needs under imminent threat of a hurricane.

CHARLESTON OFFICE

State-owned cars will be full of gas and will be placed in the long-term parking lot of the Charleston Airport, away from any trees. The boats will remain at the Citadel.

MYRTLE BEACH OFFICE

The cars will be stored in the City of Myrtle Beach parking compound either on 10th Avenue North and Oak Street or 10th Avenue Extension in Myrtle Beach. An alternative site is at the S. C. Department of Highways and Public Transportation facility on Highway 701, North of Conway.

BEAUFORT OFFICE

Vehicles will be assigned to staff members.

HURRICANE/DISASTER PLAN

I. INTRODUCTION

The most likely disaster to affect the Office of Ocean and Coastal Resource Management will be the landfall of a hurricane, such as occurred with Hurricane Hugo on September 21, 1989. Damage and destruction to buildings, pools, seawalls and roads located within the coastal setback can be extensive. At the same time, the OCRM's ability to respond may be degraded due to damage to office facilities, equipment, vehicles and communications facilities. The ground elevation of the Charleston OCRM office building (13' MSL) may require the evacuation of staff and equipment to alternative locations due to storm surges. Consequently, alternative locations and procedures to protect equipment and important records are included in this plan for all coastal OCRM offices.

Emergency orders that cancel or modify normal coastal management procedures may be issued by the Governor or by SCHEC. Many questions will be asked by local governments and citizens concerning necessary actions to protect and restore their property. The OCRM staff needs to be prepared to respond to this situation. This plan covers staff realignment and responsibilities to meet the demand.

II. EMERGENCY PRIORITIES

In times of hurricane or severe storm emergencies, OCRM's priorities are to:

- Establish a functioning emergency operations office to direct the activities of the staff
- Establish and maintain communications with appropriate agencies and local governments
- Undertake a damage assessment of the impacted area
- Issue emergency orders as necessary
- Provide information and services to the state and local governments and the public

The Office of Ocean and Coastal Resource Management must maintain open offices, available to the public, where the business of carrying out the State's Coastal Zone Management laws are accomplished. Staff members may be temporarily reassigned by the Bureau Chief to accomplish this.

A key provision of the State's beach management plan is the retreat policy. This is based on erosion and on the destruction of oceanfront structures. Obviously, a hurricane will be the cause of erosion and damage to structures and will therefore trigger the retreat provisions of the plan. With this in mind, the Office of Ocean and Coastal Resource Management will be faced with determining the amount of damage to seawalls, revetments, swimming pools, buildings and other structures. It will also be necessary to determine what work can or cannot be done either without a permit or under a general permit, a regular permit or an emergency permit. These determinations will have to be made rapidly, under adverse conditions, accurate, well documented and reported to federal, state and local officials, as well as affected property owners.

III. READINESS CONDITIONS AND SPECIFIC TASKS

The Office of Ocean and Coastal Resource Management will operate under four levels of hurricane readiness: **Pre-Hurricane Season Activities, Condition Yellow, Condition Red** and **Post-Hurricane Activities**; each condition will be established by the Bureau Chief or the Deputy Commissioner.

A. Pre-hurricane Season Activities

Within two weeks prior to the official commencement of hurricane season each year, the Bureau Chief will oversee the following activities:

1. All supervisory staff and people assigned to administer the agency's hurricane plan will be notified by memorandum that hurricane season is commencing and directed to review the hurricane plan. A staff meeting of senior supervisory staff will be held as a follow-up to plan review to discuss and update the plan. Any revisions to the plan will be made and distributed to staff within two weeks of the commencement of hurricane season.
2. All contracts pertaining to post hurricane activities will be reviewed and updated, to include:
 - a. A structural engineering firm and/or appraisers to assist in damage assessment.
 - b. An aerial photography firm to assist in aerial documentation.

If necessary a meeting will be held with firms under contract to discuss procedures and coordination.

3. All local Beach Inventory Records coordinators will review their photographs, databases and take photographs of any new structures or make any changes as needed. Local damage assessment coordinators should also contact the local county official of their assigned community and review any changes in procedures for conducting assessments. The Professional Engineers assigned to inspect seawalls and revetments make certain that the data inventory is up to date and readily accessible.
4. All emergency related equipment will be inventoried, inspected, tested and put in good repair (generators, survey equipment, etc.). Additional equipment and supplies will be ordered if needed.
5. All emergency orders, post storm release letters, maps and survey forms for field damage assessment will be reviewed and updated as necessary.
6. A meeting will be held with all Field Office Coordinators, Senior Staff Coordinators, Disaster Management Team, and the Disaster Assessment Members to discuss changes in the plan and possible office relocation in each area of the coast. This meeting will be followed-up by preliminary arrangements if at all possible.
7. A hurricane plotter and alternate will be named to plot and track hurricanes and tropical storms throughout the season and keep Bureau Chief and Deputy Commissioner informed of the position of the hurricanes.
8. All employees will be surveyed for DHEC photo-identification cards. Identification cards for new employees and replacement cards will be made at this time.

9. A safe storage location for cars and boats will be located for each office. All other offices are notified of the selected sites.

B. Condition Yellow

Condition Yellow will be established by the Bureau Chief or Deputy Commissioner anytime a hurricane or potential hurricane is within five days striking distance of any portion of the South Carolina coast and shall remain in effect until a higher condition is set or the threat passes.

The following activities will take place under Condition Yellow:

1. Each Office Director will notify all employees that a heightened degree of hurricane awareness is in effect. A staff meeting will be called by the following work day to review general hurricane preparedness procedures with all staff.
2. The Office Director will meet with supervisory staff to identify specific tasks which must be completed immediately if the situation worsens. Supervisory staff will submit detailed plans for their needs. Supervisory staff will make necessary staff aware of activities which may be pending.
3. The Office Director will review all requests for leave and make all individuals aware of the possibility for recall from leave. All staff on leave will be notified of the condition Yellow.
4. Each office and section will prepare a staff notification procedure, to include a back-up procedure. Current telephone numbers and addresses will be verified and distributed to all staff.
5. Each Office Director will re-inventory and evaluate all emergency supplies to make certain that they have not been removed.
6. The Damage Assessment Coordinator will re-evaluate all survey forms, maps, etc. and contact each Field Office Director and Local Damage Assessment Team Leader to make certain all maps and supplies are in place. Extra copies of the Beachfront Management Orthophotograph Maps, house address maps, and seawall revetment data will be reproduced by the cartography staff to be used during field evaluations. Copies of regulations, emergency orders and general permits will be distributed by the Permitting Section to all appropriate staff members so that consistent information will be passed on to the public.
7. The Senior Staff Coordinator will compile and confirm a list of local, state, and federal contacts.
8. Letters of identification for various state, federal and local agencies are prepared by the Administrative Section listing all current employees and probable duties.
9. An administrative relocation "kit" will be compiled, inventoried, and made ready for rapid relocation. The "kit" will include all basic equipment and supplies to operate at temporary office, i.e. typewriter, computers, office supplies, etc.

C. Condition Red

Condition Red will be set at the discretion of the Bureau Chief or Deputy Commissioner, preferably at least 48 hours or more before a hurricane has reasonable probability of striking South Carolina's coast.

1. The staff notification procedure will be implemented; staff on leave will be given instructions as to when and where to report. If condition Red is established during a weekend, a meeting time and place will be announced.
2. Each office director will establish and distribute a work schedule to best meet preparation duties to include office shut-down, securing equipment and protection if necessary, and to allow staff personal time for home and family preparation.
3. Final assignments and reassignments will be made by the Bureau Chief or Deputy Commissioner for reorganization for disaster management (see Section IV).
4. To provide identification of staff for various state, local and federal agencies, the Administrative Section will prepare a signed letter listing all current employees. Sufficient copies should be prepared so that each staff member can carry one and copies can be given to any agency requiring one.
5. The list of local, state, and federal contacts will be distributed to all necessary staff.
6. All vehicles will be filled with gas and assigned as needed to specific individuals or removed to designated storage sites. Other necessary equipment will be inventoried and placed in good working order.
7. Each office director, after consulting with the Bureau Chief or Deputy Commissioner, will give supervisory staff final detailed information for regrouping after the hurricane.
8. A final staff relocation list will be compiled and distributed which will identify the relocation destinations of each staff member in case of evacuation. If these destinations change prior to the hurricane, staff members must notify their supervisors as to their new location.
9. The administrative relocation kit, emergency supplies, computers, storage disks, etc. will be removed by the assigned person. Each Office Manager must keep a list of which staff members have what pieces of equipment.
10. All computer files and databases will be backed-up and arrangements made by the office manager for safe storage.

D. Post-Hurricane Activities

Post-Hurricane Recovery activities will begin as soon as possible after land fall of a hurricane. The Deputy Commissioner will notify the members of the Disaster Management Team that the post-hurricane recovery period has begun. It is inevitable that certain staff members will have personal responsibilities which they must deal with prior to reporting to their assigned work station. In these cases, the Bureau Chief or Deputy Commissioner will make substitutions as necessary to fill gaps in staffing.

The short-term recovery period is expected to last from two to four weeks depending upon the extent of the damage caused by the storm.

1. Each staff member must check in with his or her supervisor as soon as possible after the hurricane for instructions and assignment, preferable within 24 hours. This is the responsibility of each individual staff member and is crucial.
2. Initial damage assessments will be made by the Bureau Chief or persons assigned by him to determine the degree and extent of damage and areas which need specific or immediate attention.
3. Staff personnel may be assigned as needed to survey and document damage to both habitable structures, seawalls, revetments and erosion control structures. Coordination with local building officials will be made as necessary. Accurate locations should be determined (street address, tax map number, relation to baseline or setback line) and photographs taken of each structure thought to be damaged beyond repair in accordance with the provisions of the Act. Damage criteria used by local building officials, insurance companies, FEMA and the Office of Ocean and Coastal Resource Management are all different; it is important that this is recognized.
4. Assessments should be made according to Section 48-39-290. For purposes of administering the Beachfront Management Act only structures within the 40 year setback come under the Office of Ocean and Coastal Resource Management's authority; therefore, priority should be given to identify damaged structures that are affected by the law and to release properties that are not affected within Office of Ocean and Coastal Resource Management's jurisdiction as soon as possible. It is particularly important to determine the percentage of damage to erosion control structures, and whether habitable structures are destroyed beyond repair. Photographs should be taken whenever possible.
5. Staff personnel may be assigned as needed to provide special processing of general permits and to provide information to the public. In order to provide this informational service to the public, it may be necessary to postpone regular permitting and certification projects. Working hours will be extended if necessary, and weekend work may be required.
6. The Senior Staff Coordinator, On-site Coordinator, and Field Office Coordinators will make contact with the U. S. Army Corps of Engineers, local officials, FEMA and the Office of Emergency Preparedness and coordinate recovery projects as needed.

E. Long Term Recovery Period

The long-term recovery period will begin after the tasks described in the Post-hurricane recovery activities have been completed. It is likely that the phase in period from the post-storm period to the long-term recovery period will be gradual and be conducted by reassigning individual staff members as their duties are completed. Some will be reassigned before others. It is likely that the long-term recovery will last from three to six months.

1. After the initial damage assessments and emergency procedures have been completed and the long-term recovery period has begun, staff members will be reassigned as needed to their regular duty stations. It is probable that during this transitional period work assignments will likely involve sharing duties between hurricane response tasks and regular work assignments.
2. Reassessments of buildings and seawalls will be done under procedures developed by the legal section in coordination with the Damage Assessment Director and Permitting Administrator.
3. The Local Office Directors will continue to consult with local governments to assist and deal with any problem or special circumstances. Specific problems will be brought up to Senior Office Coordinator, Bureau Chief or Deputy Commissioner as appropriate.
4. Coordination and Post Storm Clean Up Activities and rebuilding activities will be maintained with the local governments, FEMA and the Office of Emergency Preparedness. Specific issues identified during this period will be brought to the attention of the Deputy Commissioner or the Commissioner.
5. Coordination with local governments and the implementation of the local beachfront management plan will be the responsibility of the Director of Planning and Certification. Specific items identified in the approved local plan dealing with rebuilding following a storm event will be reassessed and monitored to insure compliance with the approved plan.
6. Modification or amendments to the Agency's disaster plan should be made at this time.
7. Post Storm Press Releases - listing number of seawalls damaged, number of homes destroyed, beaches renourished, recovery programs, etc. should be prepared and released as information becomes available. A post storm report should be prepared for historical purposes.

IV. DISASTER MANAGEMENT

The Bureau Chief of the Office of Ocean and Coastal Resource Management will assign personnel and equipment to best handle the disaster situation. Staff will be reorganized to meet the demand; Figure 1 serves as a model disaster management organization based on the experiences gained from Hurricane Hugo and evaluations of the management structure. Following is a description of the personnel positions and responsibilities, to be modified as necessary by the Bureau Chief.

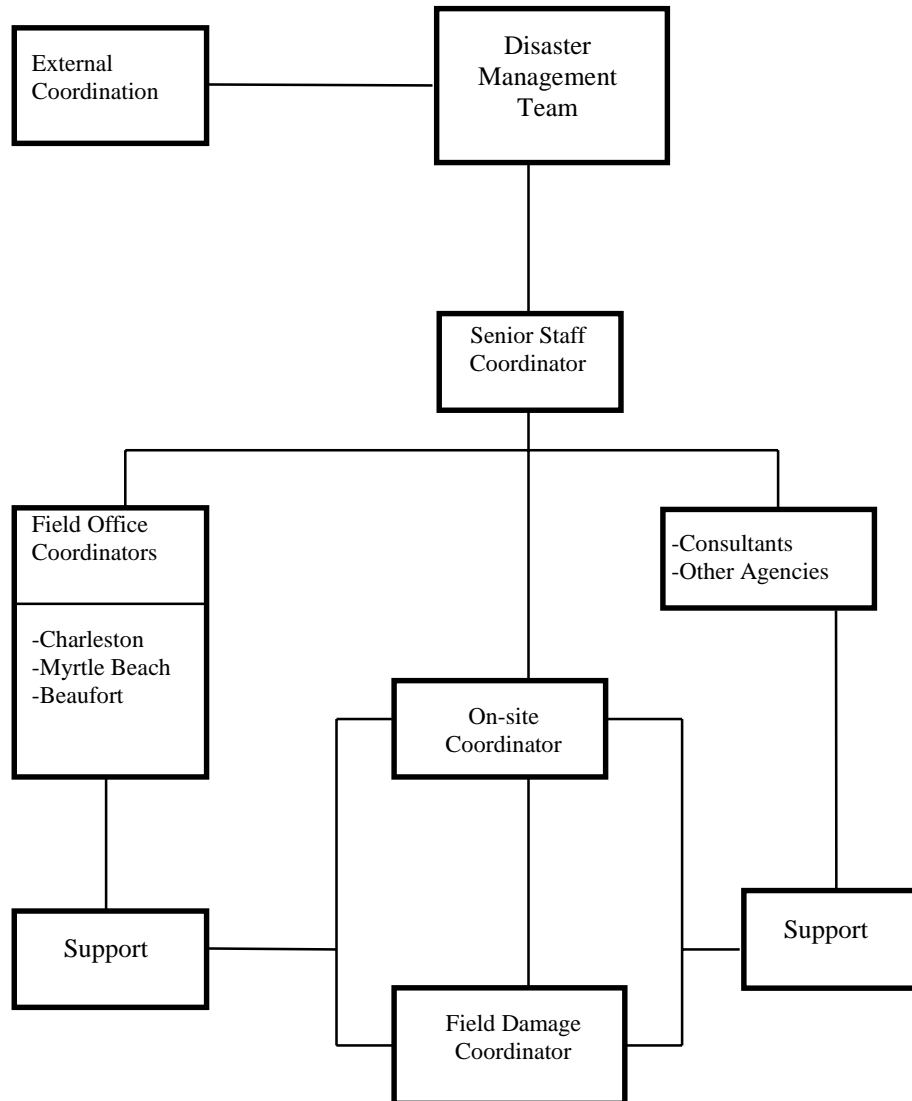
A. DISASTER MANAGEMENT TEAM. Develops strategies and established priorities for addressing the emergency situation. Provides external coordination with major disaster-management related agencies (SCDHEC Central Office, State Disaster Preparedness, Federal Emergency Management Agency, Governor's Office, U. S. Corps of Engineers, S. C. Wildlife and Marine Resources Department, and others as appropriate). The Disaster Management Team consists of the Bureau Chief, Public Information Director, a member of the legal staff, the Senior Staff Coordinator, the staff oceanographer and

other staff as appointed. The team assembles in and operates out of the Charleston office unless otherwise directed.

Figure 1

Disaster Management Organization

Office of Ocean and Coastal Resource Management



B. JOB DESCRIPTIONS AND RESPONSIBILITIES

Senior Staff Coordinator - Implements the decisions of the Bureau Chief and the Disaster Management Team and serves as a member of the team. Coordinates the operations of the individual Field Office Coordinators and the On-site Coordinator in addressing the disaster. Directs support functions and staff to where they are most needed. Addresses specific problems that come up during the emergency period as needed.

Field Office Coordinators - Provide support to the On-site Coordinator as directed by the Senior Staff Coordinator; oversees all staff and operations assigned to the field office; maintains day-to-day operations.

On-Site Coordinator - Responsible for all on-site field operations to implement the Beachfront Management Act and recovery process. Recommends priorities and procedures to Senior Staff Coordinator. Coordinates with local government officials. May or may not be the Field Office Coordinator.

Field Damage Assessment Coordinator - Coordinates field survey of the beachfront area including seawalls and structures to determine which structures are damaged beyond repair in accordance with the Beachfront Management Act. Directs the duties of all field damage assessment staff. Ensures consistency in damage assessment procedures. Works with local building officials during damage appraisals and reports to the On-Site Coordinator.

Beach Inventory Records Coordinators -

1. Buildings and Pools - Responsible for maintaining an annually updated inventory of buildings and pools that are located seaward of the setback line. This inventory will consist of photographs and ortho photo maps that identify buildings and pools. Two sets of photographs and maps will be maintained by each coordinator; one in the field Charleston office master file, and a second in the field office (optional for Charleston based staff). The community coordinators are also responsible for establishing communication with local building officials and planners before a disaster; following a storm event, the inspection of the assessment provision of the beachfront management act specified in Section 30-14-D in the OCRM Permitting Regulations.

2. Seawalls and Revetments - Responsible for maintaining an annually updated inventory of seawall specifications and their assigned area. Also responsible for coordination assessment with local building officials and other personnel to implement the provisions of the Beachfront Management Act as specified in Section 30-14-D. of the OCRM Permitting Regulations.

Damage Assessment Teams

As soon as safety allows, with a target of 24 hours, damage assessment teams will be dispatched to specific beachfront communities to conduct the initial damage assessments of all erosion control structures, buildings and pools located seaward of the setback area. Each team will be headed by an engineer with at least one member familiar with beach front permitting. The first stage of the assessment will involve deciding which structures are undamaged or well under the percentages required to qualify as destroyed beyond repair (DBR). Undamaged and lightly damaged structures will be cleared with the local building officials to allow repairs to begin. All other structures will be tagged for a detailed structural assessment using standard procedures developed for this purpose. The damage assessment teams will begin the structural assessment after the initial evaluation has been completed.

Technical staff with the technical data base will be available at a central location, most likely at the Charleston office, to provide the field assessment teams with technical assistance and information, such as the name and address of damaged property owners, maps and aerial photography, historical profiles and answers to permitting and other questions. These technical staff will also be responsible to compiling information collected by the field assessment teams and providing the information to the disaster management team.

Alternates will be used as additional support for the inspection teams or to support the Office Assistance teams.

V. HURRICANE RESPONSE CHECKLIST

PERSONNEL ASSIGNMENTS

HURRICANE PLOTTER	_____
OFFICE COORDINATORS	
COLUMBIA	_____
CHARLESTON	_____
BEAUFORT	_____
MYRTLE BEACH	_____
SENIOR STAFF COORDINATOR	_____
ON-SITE COORDINATOR	_____
FIELD DAMAGE ASSESSMENT COOR.	_____

PRE-HURRICANE SEASON ACTIVITY CHECKLIST

1. The Bureau Chief notifies all supervisory staff and persons assigned who have roles in the agency's hurricane response by memo that hurricane season has begun and requests them to review and update hurricane plan.
2. The Bureau Chief will review all contracts relating to post storm recovery and updated meetings with contractors held, if needed.
3. Each regional office manager will inventory all emergency related equipment, inspect and test all necessary supplies.

Additional supplies will be ordered if needed.

<u>Needed Supplies</u>	<u>Number Required</u>	<u>Number on Hand</u>
Masking Tape	_____	_____
Rolls of Plastic	_____	_____
Pens & Magic Markers	_____	_____
Polaroid Cameras	_____	_____
Polaroid Film	_____	_____
35 m/m film	_____	_____
35 m/m Cameras	_____	_____
Measuring Tape	_____	_____
Clip Boards	_____	_____
Flashlights	_____	_____
Batteries	_____	_____
Survey Transit	_____	_____
Generators	_____	_____

4. The Field Damage Assessment Coordinator will review all maps, survey forms and post storm release letters, emergency orders and make any changes as needed. Printed copies of each address map are made - (Orthophoto maps will be made and copies sent to each field office and the Columbia office.

5. Meetings between Damage Assessment Teams and others involved need to be held to discuss changes in plan and possible field office relocations.

6. A hurricane Plotter and alternate are named. Plotting maps and supplies needed are acquired.

	<u>Cola.</u>	<u>Chas.</u>	<u>MB</u>	<u>BFT</u>
7. Photo identification cards are located. Verify that all employees have badges. New employees are issued cards.	_____	_____	_____	_____

	<u>Cola.</u>	<u>Chas.</u>	<u>MB</u>	<u>BFT</u>
8. Safe storage location site for cars and boats are identified.	_____	_____	_____	_____

CONDITION YELLOW CHECKLIST

1. Each office director will notify employees of Condition Yellow Status.	_____	_____	_____	_____
2A. Each office director holds a meeting to identify specific tasks, make assignments, request additional equipment, man power.	_____	_____	_____	_____
2B. Staff meeting held to notify staff of assignments, agency plans.	_____	_____	_____	_____
3. Requests for leave are reviewed. Staff on leave notified of Condition Yellow Status.	_____	_____	_____	_____
4. Staff notification procedure is established, current telephone numbers and addresses are verified and distributed.	_____	_____	_____	_____
5. Using the inventory under item 3 as a pre-hurricane checklist, each office manager will re-inventory all emergency supplies on hand. Replacements are purchased.	_____	_____	_____	_____
6. The Damage Assessment Coordinator will reinventory all survey forms maps, etc. Each Field Office Director will be contacted to make sure maps, supplies, etc. are intact and safe guarded against damage. Extra copies made as needed and distributed.	_____	_____	_____	_____
7. The Senior Staff Coordinator will compile, confirm and distribute a list of all local, state and federal contacts.	_____	_____	_____	_____

	<u>Cola.</u>	<u>Chas.</u>	<u>MB</u>	<u>BFT</u>
8. Letters of identification for staff are prepared and updated. Additional copies are made and stored. The Senior Staff Coordinator is responsible for this task.	_____	_____	_____	_____

9. An administrative relocation kit is assembled. Equipment at this time does not have to be removed, but initial preparations should be started. All paper, pens and similar equipment is assembled.	_____	_____	_____	_____
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CONDITION RED CHECKLIST

1. Staff notification procedure is implemented. Staff on leave called back, all employees contacted.	_____	_____	_____	_____
--	-------	-------	-------	-------

2. Office Directors establish work schedules and undertake final preparations for securing offices, removing equipment and releasing employees for personal preparations.	_____	_____	_____	_____
---	-------	-------	-------	-------

3. Assignments made by Bureau Chief for reorganization. Each office is notified.	_____	_____	_____	_____
--	-------	-------	-------	-------

4. Letters of identification are distributed to all employees.	_____	_____	_____	_____
--	-------	-------	-------	-------

5. List of all federal, state and local contacts will be distributed to all necessary staff.	_____	_____	_____	_____
--	-------	-------	-------	-------

6. All vehicles filled with gas, assigned to appropriate people, and removed to safe/storage areas as needed.	_____	_____	_____	_____
---	-------	-------	-------	-------

7. Each Office Director after consulting with the Bureau Chief will issue instructions for regrouping after storm.	_____	_____	_____	_____
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	<u>Cola.</u>	<u>Chas.</u>	<u>MB</u>	<u>BFT</u>
8. A final relocation list is compiled and distributed to employees. List to include addresses and phone numbers if possible.	_____	_____	_____	_____
9. Administrative relocation kits, emergency supplies, recorded and necessary equipment are assigned and removed by staff members.	_____	_____	_____	_____
10. Back-up computer files and data bases; arrange for safe storage.	_____	_____	_____	_____
11. Call contractors.	_____	_____	_____	_____
12. Call contacts for helicopters.	_____	_____	_____	_____
13. Cover equipment with plastic.	_____	_____	_____	_____

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